Using the BASE Library Catalogue
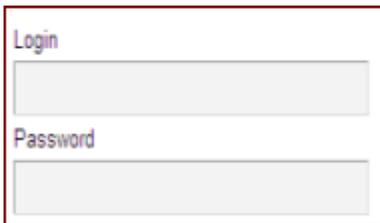
www.base-library.nhs.uk

What is base-library.nhs.uk?

Base-library.nhs.uk provides access to the services and collections of 20 NHS libraries across Birmingham, the Black Country and Solihull, collectively known as BASE.

Logging in to Your Account

Click on **'My Account'** or '**Log in to your account'**

Login

Password

'Login' is the number on your BASE Library card.

Your **password** is set to a default of '1111'.
You can change this to a more secure password (see overleaf).

My Account

my summary

Displays the items you have on loan, their due dates, number of renewals and the option to renew them.

my fines

Breaks down any charges on your account, what's owed and been paid and the date.

my personal details

Enables you to update any of your registration details if they change including; names, contact numbers, addresses.

change my password

Here you can change your password from the default '1111' or if you suspect your current password may have been compromised.

my search history

You can look back at all the searches you have performed in the past and when you performed them.

my reading history

Keeps a complete list of all the items you have ever borrowed from BASE libraries.

my lists

Lets you view all the items you have saved when searching the catalogue.

BASE Quick Searching

Search | Library catalogue [v] | [   ] | All libraries [v] Go | Lists +

Catalogue Home | Advanced search | Browse by author or subject | Tag cloud | Subjects Cloud | Authors Cloud

Enter your search terms in the box and click **Go** to display search results from all 20 BASE libraries.

Use the dropdown menu to search by Author, Title, ISBN.

BASE Advanced Searching

Click on | Advanced search |

Search For:
Combine 3 search terms to optimise your search results, for example performing an author and title search.
Combine searches using OR, AND or NOT.

Publication Date Range:
In combination with your search terms you can limit the results by the year of publication.

Item Type:
This allows you to limit your search results to display just Books, DVDs or only Journals for example.

Location and Availability :
Limit the search to just your 'home' library, any other BASE library or just to items currently on the shelf.

Sorting:
Allows you to sort your results by Date, Relevance etc.

Once you have entered and selected all your search information click on **Search.**

Search Results Explained

❶ The most common inpatient problems in internal medicine
by Sun, JC; Joffe, HV **❷**

❸ Type: 📘 Book; Format: print ; Literary form: not fiction
❹ Publisher: Philadelphia : Saunders Elsevier, 2007

Availability: **Copies available for loan:** City Hospital [RC 48] (1), Queen Elizabeth Hospital Birmingham Library [WB 115] (1).
Checked out (1).   **❺**
★★★★★

❻ Actions: 🔖 Place Reserve/Hold   📘 Save to Lists   🛒 Add to My Items

- **❶** The title of the items retrieved, to get more details click on the title.

- **❷** The Authors of the item.

- **❸** This will tell you if the item is a book, journal, DVD etc.

- **❹** Tells you the publishers name and the date published.

- **❺** Tells you which BASE library the item is available from and where it is located on the library shelves.

- **❻** This is where you decide what action you want to perform next.

Placing a Reservation / Hold

❶ Click on Reserve/Place Hold under the desired item.

❷ If you do not need the hold after a certain date enter the date here.

❸ Use the dropdown menu to select the collection library.

❹ Click on **Place Hold.**

Hold	Title	Hold not needed after	Collect From
☑ ❹	Physical complaints, service use and treatment of residents with psychiatric disorders / edited by Howard Meltzer et al.	❷ ▢ Clear date ❸	Queen Elizabeth Hospital Birmingham Library ▾

Place Hold

Benefits of Joining BASE

Access to 87,000+ books, journals, DVDs and electronic publications.

Search all 20 libraries' collections in one go from work or home.

Reserve items held at any of the BASE libraries.

Renew items you have on loan online.

View details of your loans, update your contact details and make purchase suggestions all online.

1st February 2013